

Chapter 8: Process Anytime Changes



Procedure Description

Revised 04/20/2005

This script will deal with the most common Anytime Change, enrollment or change of a voluntary Savings Plan.

Certain changes in benefits do not require an approved Family Status change because they are not subject to Cafeteria Plan rules. These changes may still affect payroll deductions and contain information that must be transmitted to the appropriate vendor. Since they do not require the creation of an adjustment reason, they are referred to as Anytime Changes.



Dependencies

Examples of Anytime Changes are: Changes in deduction amount for Voluntary 403B plans and 457 Deferred Compensation plans.

Changes affecting Health plans always require adjustment reasons and are covered by separate BPPs.



Tips and Tricks

Direct selection of an employee may be done by entering the personnel number and choosing the Select bar

Consult plan documents or EBD web site to determine eligibility and documentation requirements for Anytime changes.

Fields appearing on a screen that do not have a field description in the Transaction Scripts are not being used by AASIS at this time.

Menu Path	Transaction Code
Human Resources>Personnel Management>Administration>Benefits>Enrollment	HRBEN0001

1. Enter personnel number, or select from list.

2. Click  to Select.

3. Click on  to change date if necessary.

Date defaults to today's date if not changed.

4. Double click on Anytime Changes

Enrollment Offers

5. Double click on plan to be changed.

Enrollment: Plan Selection

Reminder: The following steps will use the example of a voluntary savings plan.

6. Pop up window appears

Maintain Savings Plan

7. Double click inside window containing amount to be deducted, and delete amount displayed.

Replace with correct deduction amount.

8. Click  to accept.

9. Click  to enroll.

10. Pop up window appears

Confirmation of selected actions.

11. Click  to enroll.

12. Click  to Continue

Enrollment pop up

13. Click on Anytime Changes to modify other plans, or click  to return to previous screens.